

Approved For Release 2005/11/29 : CIA-RDP58-00039A000200020217-9

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Research Staff

DATE: 5 January 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report ~~###~~ #1 - 29 Dec 54 - 4 Jan 1955a. SIGNIFICANT ITEMS - Noneb. OTHER ACTIVITIES

1. TR RM O-1, "Collection of Information for Intelligence Purposes" - One complete book has been assembled and was scheduled to be delivered to 212 R&S early 5 January. This text and the original will be forwarded to [ ] and after his review and approval the requested 500 copies will be collated and distributed.
- ✓ 2. Chart, "Time Requirements for Foreign Language Achievement" - Agency distribution to the branch level of this chart has been completed. Copies were also sent to the Foreign Service Institute, State Department.
3. Intelligence Publications Committee - The Visual Aids Section has completed the cover designs and page formats for two committee publications, Studies in Intelligence and Intelligence Literature.
4. Current Research Projects of the Library -
  - a. Background Material on Alaska - [ ]
  - b. Foreign Vessels - [ ]
  - c. Communist Party Publications - [ ]
  - d. Compilation of Propaganda from Newspapers - [ ]
  - e. Czechoslovakian Film Industry - [ ]
5. [ ] transferred from the Editorial and Reproduction Section to the Library Section on 5 January. [ ] reported on 5 January as a replacement for [ ]
6. [ ] of the Editorial and Reproduction Section is to be married on 19 February.
7. Films for [ ]
  - a. No retention films due
  - b. Nine loan prints due
  - c. Three loan prints sent.

25X1

25X1

25X1

25X1

25X1

25X1

SECRET

~~SECRET~~

8. New Dual Track Recorder for Language Laboratory - Pilot model of a tape recorder for use in bi~~na~~aural language instruction has been received. The modified Ampex 600 has been installed in the Language Laboratory for testing.

9. Multiple Copies of Instructional Material - The library project to reproduce multiple copies of all lesson plans and instructional material to have available for overseas projects is progressing slowly. Currently, multiple copies have been made of materials from the [REDACTED] 25X1

[REDACTED] 25X1  
The project is hampered by lack of complete lesson plans from many courses, particularly the [REDACTED]

[REDACTED] 25X1

~~SECRET~~